

CONFIDENTIAL

6 February 1958

MEMORANDUM FOR : Chief, Plans and Policy Staff  
FROM : Registrar/TR  
SUBJECT : Weekly Activities Report No. 5  
29 January - 4 February 1958

Document No. 39  
NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/176

Date: 09 MAR 1978 By:

I. SIGNIFICANT ITEMS:

None.

II. OTHER ITEMS:

1. The Office of Personnel has now furnished us with the listing of Agency language competence reflecting all language data records (Form 444c) processed by them as of 31 December 1957. This listing has now grown to the point where it includes over  the line entries showing self-evaluated competences. Of the  the IBM run lists  employees who have declared that they have no language competence.

2. We are beginning preparation of the March issue of the OTR Bulletin. School and Staff Chiefs are requested to announce at their weekly staff meeting that copy for the March issue is due by Friday, 17 February.

3. Of the three slots (one in each of three presentations) allocated the Agency in the Navy Price Analysis Course, two were assigned to the Office of Logistics and one to ORR. On Saturday, 1 February,  was contacted at home by the ORR employee scheduled to begin the class on Monday, 3 February. He advised that after discussions with the Logistics employee who had just completed the course, he and his office now felt that he did not possess the necessary background to either participate in the class or benefit from it. The Navy was notified on Monday that our candidate for the course had to be cancelled.

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*find out if any  
pre DTS*

4. The spaces for the SAIS Conference for Corporation Executives scheduled to be held on 11 - 12 February at the Statler have been filled. Eight applications were received for this conference; SAIS is permitting us to send six, instead of five.

[REDACTED]

25X1

6. On 31 January, [REDACTED] was briefed prior to his attendance in the nine-month Cambodian language program at the Foreign Service Institute, which began on 3 February.

25X1

7. The OTR-IBM Master Code operation progresses. Of our original eight-girl crew, three have left for Agency assignments, but replacements arrived shortly thereafter. The quality of people thus far furnished us by the Office of Personnel is uniformly good. This record transposition job is exacting, and must advance in clearly defined work-stages.

8. We expect to furnish the Chiefs of Schools, about 14 February, all materials necessary for preparation of OTR Long-Term Schedules based on the fiscal year, 1 July 1958, through 30 June 1959.

*CW*

9. During this week we again received 21 applications for area courses from IAC agencies. Two week total: 42 applications, sources: State, 16; JCS, 2; Army, 11; Navy, 2; NSA, 5; USIA, 6.

10. We received word from Clerical Training that Phyllis [REDACTED] has recaptured her stenographic skill in quick order. She has now completed the Intermediate Shorthand course and is working full time in the [REDACTED]

25X1

25X1

11. During this reporting period [REDACTED] have been temporarily detailed to the Registrar's Office, and Carol [REDACTED] after having assisted us for several months.

25X1

12. Our new member, [REDACTED] assigned to the Information Section, is performing in a commendable manner. 13 February marks her first full month with R/TR. She has assisted in the preparation of an OTR Bulletin, several Special Bulletins, and certain statistical reports. She is doing an excellent job of revising the OTR (historical) course file folders to agree with the OTR-IBM Master Code index.

25X1

13. [REDACTED] was hospitalized briefly last week and returned to duty after removal of a cyst. [REDACTED] continues on convalescent leave at home.

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S-E-C-R-E-T

14. During the week 29 January - 4 February 1958, there were 1,242 persons enrolled in OTR conducted courses. The breakdown for enrollment is as follows:

259 enrolled in 47 classes (15 languages) during hours  
144 enrolled in 21 classes ( 9 languages) before hours  
191 enrolled in 26 classes (10 languages) after hours  
96 enrolled in 4 area courses  
295 enrolled in 12 Intelligence School courses  
183 enrolled in 8 Operations School courses  
74 enrolled in 2 Communism School courses

25X1

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